

**RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST**

Please read instructions on reverse before completing form.

| 1. REQUEST NUMBER                                 | 2. TYPE OF REQUEST (X one) |                    | 3. DATE COMPLETED (YYMMDD)         |                            |
|---|----------------------------|--------------------|------------------------------------|----------------------------|
|   | a. INITIAL                 | b. APPEAL          |                                    |                            |
| 4. CLERICAL HOURS (E-9/GS-8 and below)            |                            | TOTAL HOURS<br>(1) | X      \$ 12.00      =             | COST<br>(3)<br>*<br>**     |
| a. SEARCH   |                            |                    |                                    |                            |
| b. REVIEW/EXCISING                                |                            |                    |                                    |                            |
| c. CORRESPONDENCE AND FORMS PREPARATION           |                            |                    |                                    |                            |
| d. OTHER ACTIVITY                                 |                            |                    |                                    |                            |
| 5. PROFESSIONAL HOURS (0-1 - 0-6/GS-9 - GS/GM-15) |                            | TOTAL HOURS<br>(1) | X      \$ 25.00      =             | COST<br>(3)<br>*<br>**     |
| a. SEARCH   |                            |                    |                                    |                            |
| b. REVIEW/EXCISING                                |                            |                    |                                    |                            |
| c. COORDINATION/APPROVAL/DENIAL                   |                            |                    |                                    |                            |
| d. OTHER ACTIVITY                                 |                            |                    |                                    |                            |
| 6. EXECUTIVE HOURS (0-7/GS/GM-16/ES 1 and above)  |                            | TOTAL HOURS<br>(1) | X      \$ 45.00      =             | COST<br>(3)<br>*<br>**     |
| a. SEARCH   |                            |                    |                                    |                            |
| b. REVIEW/EXCISING                                |                            |                    |                                    |                            |
| c. COORDINATION/APPROVAL/DENIAL                   |                            |                    |                                    |                            |
| 7. COMPUTER SEARCH                                |                            | TOTAL HOURS<br>(1) | X      \$12.00      \$25.00      = | COST<br>(3)<br>*<br>**     |
| a. MACHINE HOURS                                  |                            |                    |                                    |                            |
| b. PROGRAMMER/OPERATOR TIME                       |                            |                    |                                    |                            |
| (1) Clerical                                      |                            |                    |                                    |                            |
| (2) Professional                                  |                            |                    |                                    |                            |
| 8. OFFICE COPY REPRODUCTION                       |                            | NUMBER<br>(1)      | X      .15      =                  | COST<br>(3)<br>*           |
| a. PAGES REPRODUCED                               |                            |                    |                                    |                            |
| 9. MICROFICHE REPRODUCTION                        |                            | NUMBER<br>(1)      | X      .25      =                  | COST<br>(3)<br>*           |
| a. MICROFICHE REPRODUCED                          |                            |                    |                                    |                            |
| 10. PRINTED RECORDS                               |                            | TOTAL PAGES<br>(1) | X      .02      =                  | COST<br>(3)<br>*<br>*<br>* |
| a. FORMS  |                            |                    |                                    |                            |
| b. PUBLICATIONS                                   |                            |                    |                                    |                            |
| c. REPORTS  |                            |                    |                                    |                            |
| 11. COMPUTER COPY                                 |                            | NUMBER<br>(1)      | X           =                      | COST<br>(3)<br>*           |
| a. TAPE   |                            |                    |                                    |                            |
| b. PRINTOUT                                       |                            |                    |                                    |                            |
| 12. AUDIOVISUAL MATERIALS                         |                            | NUMBER<br>(1)      | X           =                      | COST<br>(3)<br>*           |
| a. MATERIALS REPRODUCED                           |                            |                    |                                    |                            |

**For FOI Office Use Only**

- a. SEARCH FEES PAID
- b. REVIEW FEES PAID
- c. COPY FEES PAID
- d. TOTAL PAID
- e. DATE PAID (YYMMDD)

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f. TOTAL COLLECTABLE COSTS

g. TOTAL PROCESSING COSTS

h. TOTAL CHARGED

i. FEES WAIVED/REDUCED (X one)

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|-----|--|----|
|     |  |    |
|     |  |    |
|     |  |    |
|     |  |    |
|     |  |    |
| Yes |  | No |

\* Chargeable to all requesters after application of all waiver

\*\* Chargeable only to commercial requesters.